

DESIGN ACTIVITIES
Stand-Alone, Architectural/Engineering Design
Project Packet

Participating Municipalities: _____

☐ **Regional Activity** (check here)

1. Name of Project: _____
(If proposing more than one Design project, please complete a project packet for each proposed project.) This packet is for Architectural/Engineering Design activities relating to Barrier Removal, Infrastructure, Other Housing or Public Facilities projects only. For planning projects use the Planning packet. This packet cannot be submitted in the same grant cycle as a Planning packet for the same construction project.

2. Eligible Activity:
(Select one from the following project categories and indicate the appropriate components.)

Architectural/Engineering Services for (check one):

- ☐ Architectural Barrier Removal
- ☐ Public Facilities
- ☐ Infrastructure
- ☐ Other housing

Projects/programs must be consistent with the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. DHCD staff will review for compliance. Ineligible activities will not be scored. (See Appendix A and pages 2-3 of the Application Guidance.)

3. National Objective: (select one)

☐ Benefit to low- and moderate-income persons. For this national objective, indicate whether the beneficiaries are based upon:

- ☐ Area-wide benefit (LMA) or,
- ☐ Limited clientele (LMC) **and**

Estimate the number of low- and moderate-income persons or households (for housing activities) to benefit from the Project and provide:

Total number of beneficiaries _____
Total Low/Mod beneficiaries _____
Percentage of L/M beneficiaries _____%

☐ Elimination of slums or blighting conditions: Area ☐ (SBA) **or**
Spot ☐ (SBS)

For area-wide blight:

Percentage of deteriorated buildings/qualified properties _____%

In what year did DHCD designate the area? _____

Describe in detail how your project will meet a national objective and how it will be documented. (See page 18 of the Application Guidance section for National Objective guidance.)

In submitting the Design Project Packet, the Applicant acknowledges that if the Applicant is awarded Design funds and does not complete the construction project for which the Design funds were intended within five (5) years of completion of the Design activity, the State may be required to order repayment, from non-federal sources, for all CDBG funds expended for the Design activity.

4. Project Budget Information:

CDBG project cost: \$ _____

CDBG delivery cost: \$ _____

Total CDBG cost: \$ _____

Other Project funds (if applicable): \$ _____

Total Project Cost: \$ _____

Cite Sources of Other Project Funds: _____

Detailed Budget Requirements (This information will be used to confirm overall project feasibility.)

1. Demonstrate Cost Reasonableness
 - a. Provide a detailed budget/cost estimate, signed by the preparer.
 - b. Explain the process used to review the accuracy of the budget/cost estimate.
 - c. Explain the qualifications of person who prepared the cost estimate.
2. Submit a detailed budget for the scope of work. Provide an explanation of sources and uses for all funding.

THRESHOLD QUESTIONS:

- 5. Demonstrate project consistency with the applicant's Community Development Strategy.** Describe how the proposed project is consistent with the Community Development Strategy included in this application. (See page 23 of the Application Guidance section and pages 5 and 6 of the One Year Action Plan for Community Development Strategy Consistency guidance.)
- 6. Demonstrate project consistency with the Sustainable Development principles.** (See page 23 of the Application Guidance section and page 5 and Exhibits 5 and 6 of the One Year Action Plan for Consistency with the Sustainable Development Principles guidance.)
- 7. Project Description:** Please provide a summary of the proposed design activity and construction project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per community for the project(s).

COMPETITIVE QUESTIONS

(Please address these questions in no more than six pages, plus attachments.)

1. Project Need - 18 Points

What is the need for the proposed design activity and related construction project?

Define the need or problem to be addressed. Provide evidence of the severity of the need or problem. Who is the affected population and why is this population presently underserved or not served? Or, identify and describe the affected area or facility and why this facility or area in particular is adversely affected? Evidence to support need includes architectural and engineering reports/studies, compliance with health and safety standards, needs assessments and age of public facility(ies) or infrastructure.

The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through surveys, census data, characteristics and current needs of the target population, and the condition and current uses of existing public facility(ies) or infrastructure. Applicable photographs may be included as attachments to the packet.

2. Community Involvement and Support - 12 Points

Were the community and/or potential beneficiaries' involved?

Demonstrate the involvement of the community and/or potential beneficiaries' in the identification, planning and development of the proposed project beyond the required public participation process. Provide evidence of public forums or meetings regarding

the project and attendance records, press coverage or meeting minutes that demonstrate support for the project.

- a. Explain how the project is responsive to expressed community interest, i.e. what process was used to select this particular project.
- b. Demonstrate the outreach efforts made by the town/city to involve the community. Include evidence: notices, newspaper articles.
- c. Demonstrate how the potential beneficiaries and the community at-large were involved in the planning and development of the proposed project beyond the required public participation process. Include evidence: phone inquiries, letters, petitions, newspaper articles or letters to the editor, establishment of an advisory committee.
- d. Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

Community Involvement/Support will be evaluated based on the extent to which the community and potential beneficiaries were provided with opportunities for involvement, demonstrated involvement and resulting support for the project, and will have access to ongoing opportunities for involvement.

3. Project Feasibility - 20 Points

Why is the proposed project/program feasible?

Demonstrate that the activity proposed is feasible by addressing the following points:

1. Describe and document demand for the activity and the likelihood that the construction project will be implemented or carried out within five (5) years of completion of the design project.
2. Describe and document the present status of the project design.
3. Describe and document the present status of site control for the location of the proposed construction project.
4. Describe and document the availability of matching or other funds needed to complete the project. Do not include in-kind services for town employees who would otherwise be responsible for a grant-related administrative function. In-kind services are accepted only as directly related to the project. (For example, force account labor by the Department of Public Works is acceptable.)
5. Identify the procurement process applicable to the project (if multiple processes are applicable, identify each process)
6. Describe and document the current status of environmental review. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.

7. Identify the design activity milestones and timeline, state the duration of time needed for each milestone, and identify when each milestone will be completed.
8. Provide a management plan for the design activity project that identifies the roles and responsibilities of all personnel involved in the project.
9. Citing past accomplishments, document that:
 - the community has the necessary expertise to conduct the activity, or has experience acquiring the expertise, and
 - the timeline for completion is realistic.

Project feasibility will be evaluated on the extent to which the design activity project is capable of proceeding at the time of award, can be effectively managed, can be physically and financially accomplished within the grant period and will result in a construction project.

4. Project Impact - 15 Points

What will be the impact of the proposed project/program?

Describe the impact the resulting construction activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed?

For projects benefiting low/moderate income (lmi) persons or households, provide the number of lmi households served by the project as a percentage of the lmi persons or households in the target area. For projects addressing slum and blight, provide the number of buildings, linear feet of infrastructure or other applicable quantitative measures as a percentage of the blighted conditions in the target area.

Project Impact will be evaluated on the extent to which the response documents that the activity addresses a significant amount of the identified need and that the activity proposed will have measurable improvements/identifiable outcomes that will benefit the intended beneficiaries and/or the target area.